Hampton City Schools
MUNIS **E**mployee **S**elf **S**ervice (ESS)

User Guide

To access the Hampton City Schools MUNIS ESS site visit:
https://selfservice.hampton.k12.va.us/mss/
Or
From the Hampton City Schools home page (http://www.hampton.k12.va.us/) click Staff,
and click the link Employee Self Service-MUNIS ESS.
(Be advised, ESS is only accessible while on the HCS network)

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MUNIS Employee Self Service Overview

MUNIS Employee Self Service (ESS) is a web based application that allows Hampton City Schools (HCS) employees to privately access selected personal and payroll information.

The following are some features and information available through ESS:

PERSONAL INFORMATION
- View and update contact information (address and telephone numbers)
- View and update secondary email contact information
- View and update emergency contact information
- View employee profile information (general employment and demographic information)

PAY AND TAX INFORMATION
- View and print pay check information (beginning July 15)
- View and print year-to-date gross earnings (beginning July 15)
- View and print W-2 information (available beginning January 2020 for 2019 tax year)
- View current W-4 & VA-4 withholding information
- Paycheck Simulator utility

RESOURCE LINKS
- View and print any additional documents or links that have been provided for your reference.

Before You Get Started, General Guidelines

✓ Internet access is necessary in order to access MUNIS Employee Self Service (ESS). You must be on the HCS network for the link listed in this document to work.

✓ Login credentials are your current email single sign-on credentials. Username and password are the same for ESS that are currently in place for all other systems. To reset your password, please follow the "Forgot Your Password?" link on the HCS staff page:

STAFF
- Employee Benefits
- Employee Evaluation
- Employee Resource Center
- Employee Self Service (MUNIS-ESS)
- EXCEED
- Expense Reimbursement Regulations
- Exposure Control Plan
- FMLA Regulations
- Forgot Your Password?
- Google Email

✓ Module specific screens are listed at the left side of the Employee Self Service page which provides information to which you have access.

✓ Please make sure you log off when finished and close your browser to ensure complete log out from the system.

Accessing MUNIS Employee Self Service

1. From the Internet, type https://selfservice.hampton.k12.va.us/mss/
2. The HCS Munis Self Service page will appear.
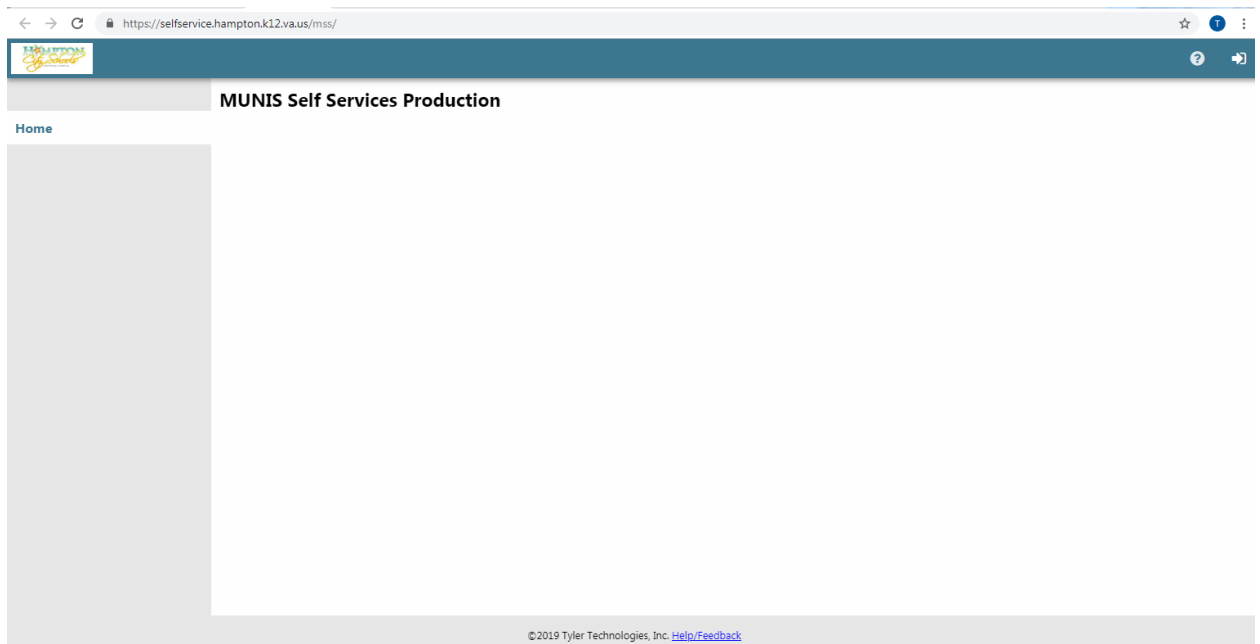
Logging In to MUNIS Self Service

1. Click the **Log In** link located teal bar on the top right-hand side of the screen, next to the question mark.
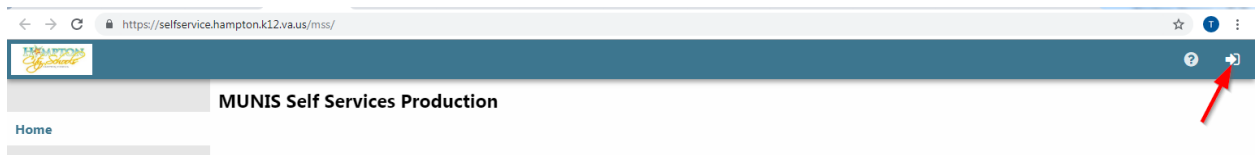
2. Enter your username and password (current HCS credentials)

Login

Username

CURRENT HCS USERNAME

Forgot your username?

Password

••••••••••••••••••

Forgot your password?

Log in

3. Click **Log In**.

MUNIS Self Service Main Page

1. Once you log in, MUNIS Self Service Main Page appears displaying your name in the upper right-hand side and the Employee Self Service link on the left-hand side.

Welcome to Employee Self Service

Announcements

Welcome to Hampton City Schools MUNIS Employee Self Service!

Home
Employee Self Service
Certifications
Credentials
Pay/Tax Information
Personal Information
Time Off

2. The Employee Self Service Welcome screen appears.

Identifying parts of the Employee Self Service Main Page:

1. **Announcements** – District-wide messages for all HCS ESS users to view which are set by the ESS administrator.
2. **Module specific list** – Various modules listed in the left side menu
3. **Workflow forwarding** – This appears only in supervisor ESS accounts. Allows the supervisor to forward time-off workflow to specified alternate supervisor for a set time frame.
4. **Personal Information** – Lists employee specific personal information (name, phone number, address, email address).

5. **Time off** – Lists all leave earned and available for use by employee
6. **Paychecks** – Takes you straight into your last payroll advices. You can select to see the physical image of your stub or see a list of all details (pay/deduction data) of your pay advice. Your physical image will also be delivered to you via email prior to the pay date. This email will contain a PDF of the pay advice, which is password protected with the last four digits of your social security number.
7. **Employee time off** – (supervisor access only) – Lists all employee time off information for each supervisor

Certifications/Credentials Modules

The Certifications and Credentials Modules allow you to view currently held certifications and credentials that are position specific. Supervisors (if applicable) will see their information populated first, with employees in a drop down menu in order to view current certifications and credentials held by members of your team. **NOTE:** More detailed information regarding information contained within these modules will be released at a later date.

Personal Information Module

1. Select Personal Information from the Module-Specific list on the left.
2. Personal information includes home address, e-mail (can add an alternate email), telephone, and emergency contact information.
3. The employee has the ability to update most Personal Information by clicking the "edit" link in each section. An "edit" link will appear in each section an editable field exists. Once selected, the editable fields become visible with a text box, drop down list, or selection box. Be sure to select save once changes are made. Keep in mind changes made here are reflected in your Human Resources record with HCS.

Job Information Subsection

Under Personal Information, click the Job Information to view general information specific to your current position. Data includes name, employee ID, job name, location, jurisdiction, and position title. **NOTE:** This is informational only, some of which is coded for internal use, and cannot be edited. If you have recently had a job/position change and see previous data, the updates may have not been finalized yet. Please reach out to Human Resources if any errors exist in this information.

Pay/Tax Information Module

The Pay/Tax Information Module allows you to view and print pay check information, view and print year-to-date gross earnings, view and print W-2 information, view and print current W-4 withholding information and offers a Paycheck Simulator utility. **NOTE:** The Total Compensation and Payroll Calendars utilities are currently inactive. More detailed information regarding their functionality will be released at a later date.

View and Print Pay/Tax Information

1. Click **Pay/Tax Information** from the Module-Specific list on the left to view pay history: (No previous pay/tax information is being brought over into ESS from the K12 ERC. Should you need access to historical K12 data, please access the Employee Resource Center or contact the Payroll Department for assistance.)

Data will be populated here as payroll is processed, and will be listed in order from newest to oldest. A "details" link will be on the right side of the pay information for each specific payroll. Select this link to be taken to a detailed listing of all pays and deductions. Also, a picture of a camera will also be

seen next to the details link. Selecting the camera will populate a pay advice. **NOTE:** This information cannot be modified by the user. Please contact the Payroll Department for questions or issues regarding your pay check information.

YTD Information Subsection

Click the **YTD Information** subsection of Pay/Tax Information for a cumulative view of payroll information for a given year.

W-2 Information Subsection

1. Click the **W-2 Information** subsection of Pay/Tax Information.
2. W-2 Information displays Federal and State taxes and withholding for a given year.

W-4 Information Subsection

Click the **W-4 Information** subsection of Pay/Tax Information to view information regarding current tax withholding status for both Federal & State taxes. No edits can be made in ESS; please complete a paper W-4 or VA-4 and submit to Payroll Department for any desired changes. **NOTE:** Please have all W-4 & VA-4 changes to the payroll office no later than 10 days prior to pay day to ensure changes are made for the next payroll process.

Paycheck Simulator Subsection

1. Click the **Paycheck Simulator** subsection of Pay/Tax Information to enter pay, tax, and deductions to see what your paycheck *might* look like if you change tax withholdings. ***Keep in mind, this is merely a simulator based on editable information. Any number of reasons could cause the results here to vary from actual processed payroll. Changing tax status/exemptions here does not reflect in the actual employee record without a paper form submission.***

Paycheck Simulator

Pay cycle: 1 ▼ Switching deduction cycles will reset the entire page.

Pay Details

Job	Pay	Hours	Rate	Percentage	Amount
COORDINATOR-F12HEP7.50 (4002)	12 MONTH EXEMPT (120)	0.00	0.0000	0.00	0.00
COORDINATOR-F12HEP7.50 (4002)	LIFE>50 (900)	0.00	0	0.00	0

	Marital	Exemptions
Federal Tax	MARRIED ▼	2
State Tax	MARRIED ▼	2
Local Tax	▼	0

Deductions

Description	Amount
OPTIONAL LIFE CHILD	0
OPTIONAL LIFE EMPLOYEE	0
LIFE OVER 50K	0.00
ICMA 401A DC EE 24P MAND 40207	0
VRS DB EE 24P MAND 40207	0

Calculate   Reset

2. Click **Submit** to see the results of your entered values.
3. A listing of current values and simulated values will appear:

Paycheck Simulation

This is an estimation of your pay based on the information you have entered.

	Current	Simulation
Gross Pay	0.00	0.00
Federal Tax	0.00	0.00
State Tax	0.00	0.00
Local Tax	0.00	0.00
FICA	0.00	0.00
Medicare	0.00	0.00
Other Deductions	0.00	0.00
Net Pay	0.00	0.00

Return

Remember, results here may not reflect an actual pay processed, and are merely for simulation purposes only.

Time Off Module

The Time Off Module houses two employee specific subsections, in addition to two supervisor level subsections where appropriate. All employees will have access to My Requests and Request Time Off; while the Employee Requests and Employee History are supervisor specific. **NOTE:** The supervisor access is granted internally and all current supervisors should have access to all indicated supervisor subsections. Should a supervisor not see sections as indicated, please contact the Payroll Department for assistance.

From the main screen in the Time Off module, all current leave records with earnings and use information, are visible. Each leave type (comp-if applicable, personal, sick, vacation) are linked, as well as the figures in the taken column. Clicking one of the leave types will bring you to an earned/used history screen:

The current year populates and lists all leave taken up to that point in time. There are links that take you back to the previous screen as well as a calendar view. The drop down year list at the top of the calendar goes back to 2011 (this is a default that cannot be changed) and will have future years added as time passes. All leave history will show on the calendar with a yellow box on the date leave was used. This history record will exist for all leave utilized beginning with July 1, 2019. Leave entries are indicated on the calendar as soon as a request is made, even if not yet approved or taken.

Time Off Calendar

Year [2019 ▼] [Go]

VACATION Time

January 2019
S M T W T F S
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31

February 2019
S M T W T F S
1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28

March 2019
S M T W T F S
1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
31

April 2019
S M T W T F S
1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30

May 2019
S M T W T F S
1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31

June 2019
S M T W T F S
1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30

July 2019
S M T W T F S
1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 **18** 19 20
21 **22** 23 24 25 26 27
28 29 30 31

August 2019
S M T W T F S
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31

September 2019
S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

Clicking on a highlighted date will provide more detailed information:

Thursday 7/18/2019   Close

Name	Amount	Reason	Comment	Type	Status
	9.25 Hour		BALTIMORE	VACATION	ApprovedNotTaken

My Requests Subsection

Click **My Requests** from the Module-Specific list on the left to view leave history for each type of leave available.

My Requests							
							Calendar view
							Earned
PERSONAL (H)							22.50
SICK (H)							52.50
VACATION (H)							49.00
							124.00
Dates Requested	Amount	Type	Status	Reason	Comments	Options	
7/22/2019	9.25 hours	VACATION	Approved (not taken)		BALTIMORE	Cancel Add to calendar	
7/18/2019	9.25 hours	VACATION	Approved (not taken)		BALTIMORE	Cancel Add to calendar	

H=Hours; D=Days.
*Available amount after any outstanding requests (approved or pending approval)

In the upper portion of the screen, all leave types are shown with the total earned value to the right. **NOTE:** the earned amount listed is the leave balance as of July 2, 2019. This value is the ending leave balance exported from KRONOS. As more leave is earned, the values listed will increase.

The lower portion of the section shows current leave requests. There are two links here: "cancel" and "add to calendar". Leave requests can be canceled up to the last day of the pay period in which the request falls. The 'add to calendar' functionality is currently not compatible with Google calendar, as such this link cannot be used at this time.

The calendar view link takes you to a calendar similar to the one mentioned in the main time off section. The difference here is that ALL leave used is indicated in one calendar, rather than leave type specific calendars. Selecting the highlighted date provides detailed information.

Request Time Off Subsection

Click **Request Time Off** from the Module-Specific list on the left to enter a new leave request:

To request time off, follow these 4 steps:

1. **Select dates:** the default calendar view is the current month and the next two months, as seen above. If the desired request is beyond 3 months, select 'next month'. ESS has functionality to take retroactive (in the past) requests. Select the date from the current month or click 'previous month' to move back one month. Shown here is a request for July 29, 2019:

Once the desired date is selected, it becomes highlighted. A range of dates (7/29-7/31) or multiple dates (7/29 & 7/31) can be selected as well. Select 'CONTINUE'

2. **Select type of leave:** in this step, select the radio button for the leave type desired for the date(s) indicated in step 1.

Request Time Off

Step 2 of 4: Select Type

Select the type of time off you would like to take from which job

	Type	Currently Available
○	PERSONAL	22.50
◉	SICK	52.50
○	VACATION	30.50

Back   Continue

In this example, SICK is the desired leave type. To the right, the current leave balance available is listed to assist with your selection. **NOTE:** All comp time (where applicable) should be used prior to any other leave type. The system has this rule built in (if comp time is available, and sick is selected, the system will automatically charge comp time first.) Select 'CONTINUE'

3. **Partial day requests**: in this step, you will identify how many hours of leave are requested for each day in this leave request.

Request Time Off

Step 3 of 4: Partial Day Requests

If you are requesting any partial days, edit time as necessary.

You have selected the following dates (Change Dates)

7/29/2019:   [7.50]   Hours

Continue

The scheduled hours per day populate automatically for each day in process of being requested. It is important to pay special attention to this and make any necessary adjustments prior to moving to the final step. **NOTE:** during extended summer hours, please be sure to enter adjusted hours as appropriate for full days off. If only taking a partial day off, enter hours as necessary.

4. **Additional Information:** in this final step, the data entered in the previous 3 steps will be reviewed. An optional comment can also be entered in this step (while not required to enter a leave request in ESS, this step may be required by your immediate supervisor.)

Request Time Off

Step 4 of 4: Additional Information

Verify the time you are taking and enter additional comments for this request.

Job	
Request Type	SICK
Days Requested	7/29
Total Time Requested	7.50 Hour(s)	change

Comment: (optional)   DR. APPOINTMENT

Reason   [optional] ▼

Make Request   **Cancel**

The "REASON" and drop down that appears is a system default. **Please do not make a selection here.** This field will be utilized for various special leave requests, and information will be provided to those it immediately affects. Select "MAKE REQUEST" to finalize request. Once the request is made, you will be directed to the 'My Requests' section. The request will appear in the list with a status of 'In Progress'. At this point, your supervisor will receive an email notification. Once approved, you will receive a system generated email from hcs-munisadmin indicating the decision.

My Requests

Calendar view

	Earned
PERSONAL (H)	22.50
SICK (H)	52.50
VACATION (H)	49.00
	124.00

Dates Requested	Amount	Type	Status	Reason	Comments	Options
7/29/2019	7.50 hours	SICK	In progress		DR. APPOINTMENT	Cancel Add to calendar

Resources Menu

To access various Payroll and Human Resources documents, click **Resources Menu** icon in the upper right hand corner of the teal ribbon:

This menu houses various documents for use by employees pertaining to both the Payroll and Human Resources departments. Examples of documents housed here include W-4, VA-4, Electronic Payment Election Form, and ESS Employee Guide. This menu may be updated periodically, with the goal to utilize the Resources Menu as a primary source for needed information and forms.

Frequently Asked Questions

What if I forget my password?

Follow the 'Forgot Your Password' link on the HCS staff page.

How secure is my personal information?

Your information is encrypted for privacy and will remain secure as long as you protect your password. For added security, and given the active directory link for ESS, please do not allow other employees to attempt to log in to ESS from a computer you are currently logged into.

Who do I call if I have questions about my information?

Payroll Related Questions

Contact your timekeeper for assistance. In the event your timekeeper is unavailable contact the Payroll Department at:

757-727-2330 or hcs-payroll@hampton.k12.va.us

Human Resources Related Questions

Contact the Human Resources department at:

757-727-2300 or hcs-humanresources@hampton.k12.va.us